



# Department Workforce Reduction Guide

2003

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## **Overview of the Layoff Procedure**

### **Determination of a Workforce Reduction**

The determination of whether there is a need for a workforce reduction rests with the appointing authority of each City agency. The appointing authority determines both which job classes will be reduced and the number of positions to be reduced within each job class. Once those decisions have been made, the Commission is notified as set forth in Commission Rule XII. The layoff rule applies only to workforce reductions for full-time City employees. For part-time, unclassified or temporary employees, appointing authorities may terminate them at any time. To effect a workforce reduction for these employees does not require Commission participation. (See also Limited Positions on page 4.)

### **Role of the Commission**

The role of the Commission in a layoff is to review the employment histories of the employees in the impacted job classes and to determine the sequence of layoff. This determination is based upon the employee's status and seniority. Primarily, this is a matter of calculating seniority, however, Rule XII does also prioritize employees into four (4) layoff categories. While these categories generally correlate to seniority, there may be very rare exceptions when a more senior employee will be laid off first as a result of being in a higher layoff category (e.g. a provisional employee who has more seniority than a permanent employee.)

### **Layoff Certification Lists**

So that the Commission can complete its review and identify the employees to be laid off, Commission Rule XII provides that a notice of the workforce reduction shall be filed with the Commission. The Commission has created a standardized form, Request for a Layoff Certification List, for this purpose. (See Exhibit 1.) Since funds are budgeted and departments are organized into divisions, a separate request must be made for each division for which a workforce reduction is planned.

Upon receipt of the Request for a Layoff Certification List, the Commission will review the employment history of those employees in the impacted classes of the division identified by the appointing authority. Upon completion of the determinations for these employees, the Commission will return to the appointing authority a Layoff Certification List for each job class being impacted.

(See Exhibit 2.) This form notifies the department of the sequence in which employees are to be laid off. The Layoff Certification List does not require that any employee be laid off, but it must be followed by the department to the extent that layoffs do occur.

There are no Commission Rules which dictate the timing of layoffs. However, a layoff cannot take place until the department has received the Layoff Certification List for the job class in question. (See also Citywide Policy on Notice to Employees.)

It is the department's responsibility to notify the employee of the layoff. The Commission has created a standardized Notice of Layoff form to be used citywide for this purpose. (See Exhibits 3 and 4.) These notices are printed on department letterhead. A copy of every Notice of Layoff served on an employee should be hand-delivered or faxed to the Civil Service Commission the same day it is served on the employee. Effective in 2002, by contract, the City is required to provide AFSMCE employees 30 days notice prior to layoff.

## **Bumping Rights**

Once an employee has received a Notice of Layoff, the employee may have to decide whether to exercise any bumping rights to which he or she is entitled. The Commission no longer requires employees to file a form to determine whether they will be entitled to bump another employee.

Instead, when an employee is identified to be certified for layoff, the Commission will automatically review the employment history of the impacted employee to ascertain whether there is any opportunity for that employee to "bump" another employee. This information will be automatically provided on the Layoff Certification List so the department can include it in the Notice of Layoff.

Bumping, as with all layoffs, occurs only within the department of the appointing authority in question. While employees may pursue openings in other departments, the right to bump extends only as far as the employee's own department. Effective in 2002, AFSMCE and CMAGE employees may only be bumped by members of their own bargaining unit.

Bumping rights have no impact on other actions, which an employee and the department may take pursuant to Commission Rules unrelated to layoffs. For example, if the department and the employee to be laid off jointly identify a new position for the employee, this can still be accomplished through the usual methods (i.e. voluntary demotion, appointment off an eligible list, etc.) Similarly,

an employee who holds a leave from another position, may return to that position. These other options are still available in addition to any bumping rights.

There are four levels of bumping opportunities. The first level is only present within those departments that have more than one division. Since the initial layoff determination is made by job class within a division, the first opportunity for bumping rights occurs within the same job class in other divisions within the department. So, for example, if an Accountant was to be laid off from the Fleet Management Division, that individual might have the opportunity to bump an Accountant working in the Refuse Collection Division. For single division departments, the Commission has already identified the employee with the least job class seniority department-wide, so there is no opportunity to bump a less senior employee in the same class.

The second level for bumping opportunities is within the class series. While many jobs are part of a series, some are not. The Commission maintains a record of the series, which is currently available on the website (<http://www.csc.cmhmetro.net/info/ClassPlan2002.pdf>). When classes are linked in a series, it is presumed that an employee in a higher class is qualified for the jobs that are lower in the same series. However, an employee is not permitted to exercise the bump if he or she does not have a license which is required by law for the position in question. Bumping lower within the class series is not dependent upon actual prior service in the lower class.

The third level for bumping opportunities is within the job family. There are four restrictions for this type bump: 1) the employee must have previously served in the job class, 2) the employee must be presently qualified [it is not presumed as in the class series situation], 3) if there is a current eligibility list, the employee may only bump if entitled to permanent status, and 4) there is a special definition for which classes qualify as a "lower class". A "lower class" for purposes of this type bump only means that the maximum rate of pay for the lower class has to be less than the minimum rate of pay for the class of the laid-off employee.

The fourth level for bumping opportunities is rarely used. It permits full-time employees to bump part-time employees serving in the class from which they are being laid-off.

For each of these bumping opportunities, the Commission follows a specific sequence. It begins with the higher classes first. Within a class, employees to be laid off are reviewed based on seniority, the most senior being first. For each potential bump, the Commission looks first within the division and then department-wide. The Commission identifies only one position into which

an employee may bump. Once the first position is identified, the Commission looks no further.

If an employee has a bumping right identified, it is the department's responsibility to provide the employee the specific information regarding the position. This includes: (1) the division, (2) the supervisor, (3) the shift, (4) the pay rate, etc. The employee has only 3 business days to exercise the bump by signing a PP20 form accepting the new position. Failure to execute a PP20 will result in an automatic waiver of the bump. A copy of the PP20 needs to be forwarded or faxed to the Civil Service Commission the same day it is signed. Once the PP20 is received, the Commission will issue a new Layoff Certification List to the department indicating a Notice of Layoff needs to be sent to the employee to be bumped (See Exhibit 5.) As with the original employee identified, the "bumped" employee will be notified if any bumping rights were identified.

### **Separation from Employment**

The department should not process a PP53 form, to actually implement the layoff, unless (1) the Commission has determined that the employee has no bumping rights, or (2) the employee has waived any opportunity to bump either by failing to execute the PP20 within the 3 day period or by affirmatively waiving the right during the 3 day period. Due to language in the Management Compensation Plan, and the various labor contracts, separation from City employment does not actually take place until 35 days following the effective date of the layoff. This means that effecting the layoff requires a three-step process. First the department must process a PP53, with the action code LN, meaning layoff, no termination pay. (See Exhibit 6.) At this point the employee is no longer working but is technically still a City employee. Assuming the employee is not returned to work within the next 35 days, the department must then delete the LN code and change it to an LO code (See Exhibits 7 and 8.) At this point, the employee is separated from City employment and is entitled to any separation pay.

### **Limited Positions – Special Note**

There are different types of employment conditions that may arise and result in an employee receiving a "limited" appointment. One of these situations involves funding. Certain projects and programs are tied specifically to an outside funding source over which the City has no control. If an employee is hired on a limited basis related to funding, one condition of that employment is that when there is a cessation of funding, the job automatically terminates. The

practical implication of this is that the employee is terminated rather than laid off. This means that there is no opportunity for bumping and there are no recall rights.

In the event the work force reduction involves a special fund and employees were hired using limited appointments, then this workforce reduction is solely within the department's purview. In these instances, the department prepares a PP53 Termination and sends it to the Commission for processing. (See Exhibit 9.)

Some positions that are "limited" have conditions other than funding placed upon them. Most commonly, such a limitation involves an alternate incumbent being on a leave of absence. These positions, if subject to a workforce reduction, are handled through the regular layoff procedure.

## Citywide Policies

### Policy on Notice to Employees at Layoff

Employees delivering layoff notices should be trained and familiar with basic information on layoff procedures and recommended practices for serving such notices. Employees should be served a Notice of Layoff thirty (30) days prior to the effective day of the layoff. (Employees being terminated should also be afforded thirty days notice if possible. See Exhibit 10.)

Notices of Layoff should be served, when practicable, late in the day on a Friday. All the employees within a job class should be served within a reasonably close time period, if possible.

If an employee is not at work on the date service is anticipated, the department may either: 1) provide service at the employee's home address, 2) provide service by regular or certified mail, 3) wait until the employee returns to work, or 4) take other appropriate steps to complete service. Be certain to document any attempts to provide notice to employees.

### Compensation Policy

For full-time employees being laid off, they may remain in paid status during the notice period. For full-time employees who are being terminated, they may also remain in paid status for a 30-day notice period. Part-time employees should only be paid for the hours they actually work.

In a layoff situation, some employees will have the opportunity to bump employees in a lower job class. It is inappropriate for an employee who is bumping to a lower class to retain the same pay rate or to receive a pay increase, even if possible with the applicable compensation plan. Further all pay decisions must be made within budgetary constraints. The following guidelines will apply:

- Same class bump – no change to pay
- Class series or family bump -
  - For MCP/ASR employees – Pay will be reduced by 5% - 10% based on appointing authority discretion, or will be pay grade maximum of the lower pay grade if the 5% - 10% reduction does not fall within the lower pay grade.
  - For other employees – The step is determined in accordance with the appropriate pay plan. In the case of variable pay ranges, the appointing authority has the discretion to assign the pay range based upon consideration of the employee's skills, abilities, and performance as they relate directly to the new position.



## **Workforce Reduction Chronology**

- Determine the job classes and numbers of positions to be subject to the workforce reduction within each division.
- Review the employment conditions and the status of employees in impacted job classes.
- Identify employees whose termination will not be subject to layoff procedures (e.g. unclassified, part-time or some limited employees).
- Prepare a Request for Layoff Certification List for each division impacted. Multiple impacted job classes may be included on the same form, so long as they are within the same division.
- File any Requests for Layoff Certification Lists with Civil Service Commission at least thirty (30) days prior to the expected layoff date.
- CSC will review the status and seniority of employees within each impacted job class and prepare a Layoff Certification List. This list will provide the sequence in which any layoffs within the applicable division must occur.
- CSC will determine the bumping rights of those employees whose names will appear on the Certification List.
- Upon receipt of the Layoff Certification List, prepare Notices of Layoff for impacted employees. The effective date of the layoff should be thirty (30) days from the date the notice is planned to be served.
- The Notice of Layoff, which will include bumping information, should be served upon any impacted employee along with a FAQ's for Employees.
- A copy of each Notice of Layoff served upon an employee should be hand-delivered or faxed to CSC the same day it is served upon the employee.
- If the Commission determines an employee has bumping rights into a position, that employee must meet with a department representative to discuss the specifics of the position in question (e.g., shift, days off, location, hourly pay, etc.). The employee has three (3) business days to exercise or waive the bump. The department prepares a PP20 with the same effective date as indicated for the layoff in the Notice of Layoff.

- If an employee executes a PP20, it should be hand-delivered or faxed to CSC the same day.
- Upon receipt of a PP20, the CSC will issue a new Layoff Certification List, which identifies the employee being bumped and for whom the department must prepare and serve a Notice of Layoff. This certification will include bumping information for that employee.
- Once it is determined that an employee who has been served a Notice of Layoff and either has no bumping rights or has waived them, the department must process the PP53, with the LN code.
- After 35 days, if the employee has not been recalled, the department must process the PP53 deletion and the new PP53, with the LO code.

## **Employee Assistance**

### **Employee Outreach Plan**

In conjunction with the development of a "Workforce Reduction Plan," the administration created an "Internal Employee Outreach" Committee composed of representatives from Human Resources, Civil Service and the Employee Assistance Program. The committee's focus is in the areas of internal communication and support services and is intended to provide assistance to workers affected by a layoff. For the 2003 layoffs, the City will be establishing an employee resource center at the City's Training Center located at 750 Piedmont Road. The purpose of the center is to provide workers with the information they will need to make a smooth transition to their next job.

### **In-Placement Services**

The Civil Service Commission will provide staff to assist employees at the center. Personnel will be available to answer questions regarding the layoff and bumping rights. Employees may meet with staff to review job qualifications, to identify other possible positions within the City, and to receive assistance in the application process.

### **Other Services**

Specific counseling services will be available through the City's Employee Assistance Program. Additionally, staff from OBES may be available on site.

Note: More information will be provided as it becomes available.

## **Frequently Asked Questions and Answers For Departments**

### **Preliminary Information**

1. How do we get the needed forms to complete a layoff?

There are only two forms, the Request for Layoff Certification List form and the Notice of Layoff. The former is available on the Commission web site. Both will be emailed when finalized.

2. How many days before the layoff should we file the Request for Layoff Certification List form with the Commission?

Commission Rule XII states the form shall be filed at least 30 days prior to the proposed effective date of the layoff. This requirement is to ensure that we have sufficient time to complete the necessary seniority calculations, to notify the department of the results, to allow the departments to prepare and serve the layoff notices, and to give the impacted employees a two-week notice period prior to the proposed effective date. With the new AFSCME 30-day notice provision, this is not possible unless the request is submitted earlier.

3. We have an employee who wants to volunteer to be laid off. Is that possible?

No.

4. Are part-time employees covered by the Layoff Rule?

No – part-time employees may be terminated at any time without Commission involvement.

5. Are we required to terminate all part-time employees before having a layoff in a particular job class?

No. In fact, part-time employees are subject to being bumped as a last resort.

6. Are we required to terminate all temporary employees before having a layoff in a particular job class?

No. Temporary employees need not be terminated and removed from the payroll system. However, if a temporary employee is needed in the job class

## **Frequently Asked Questions and Answers For Departments**

where a layoff has occurred, the department must offer the temporary work to the laid-off employees on the recall list. If the laid-off employee is not interested in the temporary work, then other temporary employees may be used.

7. What happens if after we notified the Civil Service Commission of a need for a layoff, the circumstances changed so we do not need to lay off as many employees?

The Layoff Certification List, which the Commission provides, does not require the department to lay off employees. It merely provides the sequence that must be followed if layoffs occur. However, this change could impact employee bumping rights, so notify the Commission as soon as this decision is made.

### **Notice Information**

8. Who notifies the employee of the layoff?

All notices of layoff are from the appointing authorities to the employee on department letterhead. This notice will also include the results of the bumping rights determination.

9. How much notice should we afford employees prior to a layoff becoming effective?

Pursuant to the AFSCME contract, employees are entitled to 30 days notice. Other layoffs have no such requirement, but as a matter of equity 30 days is now the policy.

10. What is the employee to be laid off given?

Each employee who is receiving a Notice of Layoff should also receive a copy of the FAQ's for Employees.

11. If we plan to fax Notice of Layoff forms to the Commission, what fax should we use?

Please use 645-8334.

## **Frequently Asked Questions and Answers For Departments**

### **Bumping Information**

12. How far do bumping rights of employees extend?

Effective in 2002, AFSCME and CMAA employees may only be bumped by members of their own bargaining units. Additionally, there is no bumping across departments and there is no bumping across job families. For all bumps, the employee must have more seniority plus a higher or equal employment status than the employee being bumped.

13. If an employee bumps to another job class, what will be the pay rate?

The hourly rate to be assigned an employee who is bumping into another job class is subject to the applicable collective bargaining agreement or compensation ordinance. (See also the Citywide policy on compensation.)

14. If an employee bumps into a position which is limited to funding or to an alternate incumbent, what impact does it have on the employment status of the employee assuming the new position?

None. If the employee was regular before the bump, that status remains. In the event funding is subsequently lost for the position in question, the least senior employee would be laid off rather than terminated. In the alternate incumbent situation, a layoff would also result.

15. If a full-time employee bumps into a part-time position, should that employee be laid off if the part-time position is subsequently eliminated?

No. In such situations, full-time employees actually become part-time employees and may be terminated in the future by having their hours reduced to zero, the same as for other part-time employees.

16. Can a part-time employee have bumping rights?

We know of no instance when this has actually happened but it is theoretically possible for a part-time employee to have bumping rights under Rule XII in a very limited situation. This would only be possible if a laid off full-time employee first bumps a part-time employee. Then if the part-time employee would have more

## **Frequently Asked Questions and Answers For Departments**

seniority than another part-time employee in the same job class but in a different division of the same department, then the more senior part-time employee could bump the other employee. The part-time employee bumped by a part-time employee would have no bumping rights.

### **Employee Assistance**

17. Can employees who are terminated (e.g., unclassifieds or limited) use the employee resource center?

Yes.

18. How long can employees use the resource center?

It can be used by the employees so long as it remains open.

## **Frequently Asked Questions and Answers For Employees**

### **Notice and Bumping Information**

1. Can I appeal whether the layoff of my job was needed?

No, the appropriate appointing authority makes this determination. The Commission's only involvement is to determine which employees are to be laid off, not whether a layoff is needed.

2. I am being terminated from a limited position. I did not receive a layoff notice and am told I have no bumping rights. Can that be correct?

Yes. Some employees have taken jobs by accepting a "limited appointment" contingent upon funding. This means their appointment only continues so long as the funding for the job continues. So, if funding for that position is no longer available, the department may terminate the employee. There is no layoff involved and the employee has no bumping rights.

3. If I'm on a leave of absence, can I be laid off?

Yes. Employees on leaves from positions affected by a layoff may be laid off with other employees.

4. I think I had more seniority than the Commission credited me for. How can that be?

With a couple exceptions, time is deducted from seniority whenever an employee is in unpaid status. So, for example, when you are in AWOL or LWOP status, this shortens the amount of seniority you have with the City.

5. What should I do if I think the Commission's calculation regarding seniority, which led to my layoff, was incorrect?

The manner in which the Commission determines the Layoff Certification List is a matter of public record. An employee may file a formal Request for Review, and if desired, an appeal, so the Commission will verify that the calculations and procedures followed were correct. However, it may be more expedient to simply contact the Commission if you have a question or concern regarding the layoff certification. If an error would be identified, the Commission is obligated to



## **Frequently Asked Questions and Answers For Employees**

correct it. If a Request for Review or appeal is filed, it does not impact the effective date of the layoff pending the outcome.

6. Do I have any say in which position I bump?

No. The Commission reviews each situation in a predetermined sequence, with the most senior employees, in higher classes, reviewed first. For each employee, we look at jobs within the same class, then jobs within the same class series, then jobs previously held in the same job family. Lastly, if no full-time position is found, the Commission looks at part-time positions in the current job class. Whenever a position is identified as one to which you are eligible to bump, the process stops at that point. You are notified then about your right to assume that position.

7. Can I appeal the fact that I was notified there is no one for me to bump?

Like seniority calculations, the manner in which the Commission determines bumping is a matter of public record. An employee may file a formal Request for Review, and if desired an appeal, so the Commission will verify the calculations and procedures followed were correct. However, it may be more expedient to simply contact the Commission if you have a question or concern. If an error would be identified, the Commission is obligated to correct it.

8. I have a Leave of Absence from another position. May I go back to that position rather than take the position the Commission identified for me to bump?

Yes, an employee with an active leave may return to the former position so long as the leave is still in effect.

9. What if I do not want to assume the position I am entitled to bump because it means taking a pay cut or working a different shift or schedule?

An employee is not required to take the position identified in the bump. However, if you do not take it, the layoff will then become effective on the date indicated on your layoff notice.

## **Frequently Asked Questions and Answers For Employees**

10. If I am non-probationary, do I serve a new probationary period if I bump another employee?

For bumps within the same class or same class series, no. There may be rare occasions during a job family bump when an employee did not complete the original probationary period in the class. In that case only, a probationary period would need to be served.

11. How long do I have to exercise my bumping rights?

Three business days. During this period you should meet with your department representative to review the position and sign the necessary paperwork.

12. Why do I only get three (3) days to decide?

If you opt to exercise your bumping rights, that means another employee will be laid off. We need to provide this employee notice of the bump since you will be assuming that job. If you decide to take the bump, your department will notify you when to report to work.

13. What happens if I don't sign the form within the three (3) days?

You will automatically waive your right to this position. This means you will be laid off on the date indicated on your Layoff Notice.

14. Don't I need to file a form with Civil Service to exercise my bumping rights?

No. When an employee receives a layoff notice, there is a decision to be made whether to exercise bumping rights. The old procedure was to require employees to file a form and then the Commission would then determine what rights, if any, they had. Now the Commission is notifying the department and employee immediately of any bumping rights. This eliminates the unnecessary step of filing the form just to get the needed information to make an informed decision. So, if you receive a Notice of Layoff, you and your department have the bumping information. If you choose to take the position, you must sign the personnel action form accepting it within three (3) business days.

## **Frequently Asked Questions and Answers For Employees**

### **Pay and Benefit Information**

15. When will I get my termination pay which includes, for example, my unpaid vacation balances?

Pursuant to current collective bargaining agreements and the Management Compensation Plan, City employees cannot receive their termination pay until at least 35 days have passed after their layoff effective date.

16. Can City employees take vacation in lieu of the layoff date in order to extend their insurance coverage?

No, this is not permitted.

17. Must a laid off employee repay tuition reimbursement?

No.

18. How long will my City-provided insurance still be in effect?

Typically, insurance coverage stops the last day of the month when an employee leaves the City. The City however, in 2003, is providing all laid off employees three (3) months additional coverage.

19. What can I do to maintain my insurance coverage after that?

The Human Resources Department has prepared a handout which provides needed information regarding insurance.

20. When and how do I file for unemployment benefits?

This information is also provided in the handout from the Human Resources Department.

### **Employee Transition Assistance**

21. What is the City doing to help me find other jobs in the City?

## **Frequently Asked Questions and Answers For Employees**

The Civil Service Commission will be providing in-placement job counseling for employees. The Commission staff will review your qualifications and identify other jobs within the City for which you may be qualified. They will also assist you in ensuring you are notified about these opportunities when they become available.

22. What is the City doing to help me find another job elsewhere?

The Human Resources Department is working to provide laid-off employees with out-placement services. You will be notified about these services directly.

23. What other assistance is available?

In addition to the in-placement and out-placement services, the City is also making a commitment to grant interviews to City employees who have been laid off when there are openings for their job in a different City department. So, for example, if you were laid off from a Clerk Specialist position in the Public Service Department and the Public Utilities Department is hiring a Clerk Specialist, you will be contacted for an interview for that position. This commitment will last during the recall period.

### **Recall**

24. How will I be notified if I am recalled to work?

If you received a Layoff Notice and as a result were laid off or changed your City job class to avoid the layoff, then your name will be placed on a list which the Commission will follow in the event the department hires in that job class in the future during the recall period. You will receive a letter confirming your name has been placed on the applicable list.

25. How long is the recall period?

The recall period is either one year, 18 months, or two years. When you receive your notice that your name was placed on the recall list, it will specify how long the recall period will be.

## Frequently Asked Questions and Answers For Employees

26. Do I need to do anything during the recall period?

In the event a position is filled in your department in your current job class and your name is next on the list to be returned to work, you will be contacted by the Civil Service Commission at your last address on file. **This means that if you change addresses during the recall period, you should notify the Commission.** If you fail to return to work within two weeks of being notified about the recall, your name will be removed from the list.

## **Overview of Recall Procedure**

### **Re-employment Following a Layoff**

The Commission follows Rule XII with respect to ensuring that laid-off employees are given the opportunity to return to work whenever a department is filling positions in classes from which employees were laid-off. For permanent employees in competitive positions, the names of laid-off employees are placed at the top of the applicable eligibility lists. They must be returned to work, if it is their former department doing the hiring during the period their names remain on the list. If more than one employee was laid-off, the names are listed in the reverse sequence of the Layoff Certification List. For provisional employees and employees in noncompetitive classes, the Commission maintains a special recall list for each job class which had a layoff. The recall period for provisional employees and employees in noncompetitive classifications is 18 months for AFSCME employees and 12 months for other employees. For permanent employees in competitive classes, the recall period is two years.



## Exhibit 1

### REQUEST FOR A LAYOFF CERTIFICATION LIST

Department: \_\_\_\_\_ Division: \_\_\_\_\_

It has become necessary because of a material change in duties, a reorganization, or a shortage of funds, to reduce the number of full time employees in this department. As a result, our department is hereby notifying the Commission of a need to reduce the workforce and is requesting that a **Layoff Certification List** be prepared by the Civil Service Commission for the following classification(s) and associated number of positions:

Class Code	Classification Title	# of Positions To Be Laid-Off
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Questions regarding this request should be directed to: \_\_\_\_\_

\_\_\_\_\_  
*Appointing Authority Signature*

\_\_\_\_\_  
*Date*

**For CSC Use Only**



City of Columbus  
Mayor Michael B. Coleman

**Commissioners**

Priscilla R. Tyson  
President

Grady L. Pettigrew, Jr.  
Member

Mary Jo Hudson  
Member

# Civil Service Commission

Barbara Gates McGrath, Executive Director

50 West Gay Street  
Columbus, Ohio 43215-9038  
(614) 645-8300  
TDD (614) 645-7303

## Exhibit 2

### LAYOFF CERTIFICATION LIST

Department:

Division:

Classification

Issue Date:

As a result of:

- ☐ a Request for Layoff Certification List being received from your department \_\_\_\_\_, identifying the need to layoff \_\_\_\_\_ position(s) allocated to the \_\_\_\_\_ classification;
- ☐ a request to exercise bumping rights from \_\_\_\_\_, laid-off from the classification of \_\_\_\_\_ within your department;

The following name(s) is(are) being certified as eligible for layoff in accordance with the provisions of Civil Service Commission Rule XII:

**Employee**  
**(First listed, first to be laid off)**

**Bumping Determination**

**It is the responsibility of the appointing authority to issue a Notice of Layoff to each affected employee and to notify the laid-off employee in regards to bumping rights indicated above. Layoffs must occur in the order listed. Three (3) business days from the date of the Notice, the Department must forward to the Civil Service Commission either a PP53 or a PP20 for each employee served. Questions regarding this information should be directed to \_\_\_\_\_, of our staff, at extension \_\_\_\_\_.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Barbara Gates McGrath  
Executive Director

Director's Office, Fifth Floor, Room 500  
Application/information, Sixth Floor, Room 600  
City of Columbus Job Line

614/645-8300  
614/645-8369  
614/645-7667

Fax 614/645-8379  
Fax 614/645-8334

*The City of Columbus is an Equal Opportunity Employer*



(PRINT ON DEPARTMENT LETTERHEAD)

NOTICE OF LAYOFF

Date: (Date)

To: (Employee Name)  
(Employee Classification Title)

It has been determined it is necessary to reduce the number of employees in the classification of (classification title) within our department. Accordingly, your name has been certified by the Civil Service Commission to be laid-off from your position effective close of business, (date of layoff).

The Commission has also determined that you have bumping rights to a position in the (\*\*) job class. However, you must exercise these rights by close of business, (use 3 business days from date of this notice), by executing the necessary paperwork to accept this position.

In order to provide you with important information regarding your bumping opportunity, **PLEASE REPORT TO THE CITY'S TRAINING CENTER, 750 PIEDMONT ROAD, MONDAY, FEBRUARY \_\_, 2003 AT 9:00 A.M.** A department representative will be available to discuss your bumping opportunity with you. If this position requires possession of a license to legally perform the duties, then your ability to bump is contingent upon you currently holding the required license. While at the center, you will also be provided information on job counseling, training opportunities, and other important topics.

Whether or not you exercise your bumping rights, your name will be placed on the appropriate recall list according to Civil Service Commission Rule XII for possible recall.

Thank you for your service to our department and the citizens of Columbus.

---

(Director's Name)

Delivered by: \_\_\_\_\_

Date: \_\_\_\_\_

c: Civil Service Commission

## EXHIBIT 4

(PRINT ON DEPARTMENT LETTERHEAD)

### NOTICE OF LAYOFF

Date: **(Date)**

To: **(Employee Name)**  
**(Employee Classification Title)**

It has been determined it is necessary to reduce the number of employees in the classification of **(classification title)** within our department. Accordingly, your name has been certified by the Civil Service Commission to be laid-off from your position effective close of business, **(date of layoff)**.

The Commission has also determined that you have no bumping rights. Your name will however be placed on the appropriate list according to Civil Service Commission Rule XII for possible recall.

In order to provide you with important information regarding unemployment compensation, continuing your City benefits, where to receive your last paycheck, and other important topics. **PLEASE REPORT TO THE CITY'S TRAINING CENTER, 750 PIEDMONT ROAD, MONDAY, FEBRUARY \_\_, 2003 AT 9:00 A.M.** Once you have completed this informational session, you will not be required to return to your regular workplace, but instead, can use the remaining paid days for job search and skill development opportunities.

Thank you for your service to our department and the citizens of Columbus.

---

**(Director's Name)**

Delivered by: \_\_\_\_\_

Date: \_\_\_\_\_

c: Civil Service Commission



City of Columbus  
Mayor Michael B. Coleman

**Commissioners**

Priscilla R. Tyson  
President

Grady L. Pettigrew, Jr.  
Member

Mary Jo Hudson  
Member

## Civil Service Commission

Barbara Gates McGrath, Executive Director

50 West Gay Street  
Columbus, Ohio 43215-9038  
(614) 645-8300  
TDD (614) 645-7303

### Exhibit 5

#### LAYOFF CERTIFICATION LIST

Department:

Division:

Classification

Issue Date:

As a result of:

- ☐ a Request for Layoff Certification List being received from your department \_\_\_\_\_, identifying the need to layoff \_\_\_\_\_ position(s) allocated to the \_\_\_\_\_ classification;
- ☐ a request to exercise bumping rights from \_\_\_\_\_, laid-off from the classification of \_\_\_\_\_ within your department;

the following name(s) is(are) being certified as eligible for layoff in accordance with the provisions of Civil Service Commission Rule XII:

**Employee**  
**(First listed, first to be laid off)**

**Bumping Determination**

It is the responsibility of the appointing authority to issue a Notice of Layoff to each affected employee and to notify the laid-off employee in regards to bumping rights indicated above. Layoffs must occur in the order listed. Three (3) business days from the date of the Notice, the Department must forward to the Civil Service Commission either a PP53 or a PP20 for each employee served. Questions regarding this information should be directed to \_\_\_\_\_, of our staff, at extension \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Barbara Gates McGrath  
Executive Director

Director's Office, Fifth Floor, Room 500  
Application/information, Sixth Floor, Room 600  
City of Columbus Job Line

614/645-8300  
614/645-8369  
614/645-7667

Fax 614/645-8379  
Fax 614/645-8334

*The City of Columbus is an Equal Opportunity Employer*

City of Columbus, Ohio

EXHIBIT 6

/PP53 TERMINATION/LAYOFF

Smith, Daisy  
EMPLOYEE NAME

IS ACTION A ☐ TERMINATION ☒ LAYOFF

SOCIAL SECURITY NUMBER 888888888 TRANS TYPE 3 ACTION CODE TER SEE CL TABLE

DEPT 27 DIV 01 POSITION NUMBER 88888 EFFECTIVE DATE 030102

REASON CODE LN SEE DS TABLE DATE LAST WORKED 030102 DATE LAST PAID 030102

IS THE ACTION VOLUNTARY? N IS THE EMPLOYEE IN GOOD STANDING? Y WOULD YOU RE-EMPLOY? Y

REMARKS: Termination due to lay off.

INSURANCE CANCELLATION

EFFECTIVE DATE  
01

AUTHORIZATION

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DIVISION HEAD SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

DEPARTMENT HEAD SIGNATURE \_\_\_\_\_ TITLE DIRECTOR DATE \_\_\_\_\_

CIVIL SERVICE COMMISSION ONLY

☐ NO ACTION REQ'D

☐ VERIFIED

☐ APPROVED

☐ DISAPPROVED

Signature \_\_\_\_\_ Date \_\_\_\_\_

CSC  
VER

UPON COMPLETION OF THIS TRANSACTION, SEND ORIGINAL TO CIVIL SERVICE

-74-

4/97

/PP53 TERMINATION/LAYOFF

EMPLOYEE NAME

IS ACTION A

TERMINATION

LAYOFF

SOCIAL SECURITY NUMBER

TRANS TYPE

ACTION CODE

SEE CL TABLE

8888888888

3

DEL

DEPT

DIV

POSITION NUMBER

EFFECTIVE DATE

27

01

88888

030102

REASON CODE

SEE DS TABLE

DATE LAST WORKED

DATE LAST PAID

LN

030102

030102

IS THE ACTION  
VOLUNTARY?

N

IS THE EMPLOYEE  
IN GOOD STANDING?

Y

WOULD YOU  
RE-EMPLOY?

Y

REMARKS:

INSURANCE CANCELLATION

EFFECTIVE DATE

01

Delete LN  
termination  
after 35 days.

## AUTHORIZATION

EMPLOYEE SIGNATURE

DATE

DIVISION HEAD SIGNATURE

TITLE

DATE

DEPARTMENT HEAD SIGNATURE

TITLE

DATE

## CIVIL SERVICE COMMISSION ONLY

☐

NO ACTION REQ'D

☐

VERIFIED

☐

APPROVED

☐

DISAPPROVED

Signature

Date

CSC  
VER

UPON COMPLETION OF THIS TRANSACTION, SEND ORIGINAL TO CIVIL SERVICE

City of Columbus, Ohio

EXHIBIT 8

/PP53 TERMINATION/LAYOFF

EMPLOYEE NAME

IS ACTION A

TERMINATION

LAYOFF

SOCIAL SECURITY NUMBER

8888888888

TRANS TYPE

3

ACTION CODE

TER

SEE CL TABLE

DEPT

27

DIV

01

POSITION NUMBER

88888

EFFECTIVE DATE

030102

REASON CODE

L0

SEE DS TABLE

DATE LAST WORKED

030102

DATE LAST PAID

030102

IS THE ACTION  
VOLUNTARY?

N

IS THE EMPLOYEE  
IN GOOD STANDING?

Y

WOULD YOU  
RE-EMPLOY?

Y

REMARKS:

Termination due to layoff

INSURANCE CANCELLATION

EFFECTIVE DATE

040102

AUTHORIZATION

EMPLOYEE SIGNATURE

DATE

DIVISION HEAD SIGNATURE

TITLE

DATE

DEPARTMENT HEAD SIGNATURE

TITLE

DATE

CIVIL SERVICE COMMISSION ONLY

☐

NO ACTION REQ'D

☐

VERIFIED

☐

APPROVED

☐

DISAPPROVED

Signature

Date

CSC  
VER

UPON COMPLETION OF THIS TRANSACTION, SEND ORIGINAL TO CIVIL SERVICE

-74-

4/97

City of Columbus, Ohio

EXHIBIT 9

/PP53 TERMINATION/LAYOFF

Smith, Daisy  
EMPLOYEE NAME

IS ACTION A ☐ TERMINATION ☒ LAYOFF

SOCIAL SECURITY NUMBER 8888888888 TRANS TYPE 3 ACTION CODE TER SEE CL TABLE

DEPT 217 DIV 01 POSITION NUMBER 888888 EFFECTIVE DATE 030102

REASON CODE TR SEE DS TABLE DATE LAST WORKED 030102 DATE LAST PAID 030102

IS THE ACTION VOLUNTARY? N IS THE EMPLOYEE IN GOOD STANDING? Y WOULD YOU RE-EMPLOY? Y

REMARKS: Limited position terminated due to  
Cessation of funding.

INSURANCE CANCELLATION

EFFECTIVE DATE  
01

AUTHORIZATION

EMPLOYEE SIGNATURE	DATE
DIVISION HEAD SIGNATURE	TITLE
DEPARTMENT HEAD SIGNATURE	TITLE
	DATE

CIVIL SERVICE COMMISSION ONLY

☐ NO ACTION REQ'D  
☐ VERIFIED  
☐ APPROVED  
☐ DISAPPROVED

Signature \_\_\_\_\_ Date \_\_\_\_\_

CSC  
VER

UPON COMPLETION OF THIS TRANSACTION, SEND ORIGINAL TO CIVIL SERVICE

(PRINT ON DEPARTMENT LETTERHEAD)

**NOTICE OF TERMINATION**

(Use this form for unclassified employees and for limited employees whose limitation is contingent upon funding.)

Date: **(Date)**

To: **(Employee Name)**  
**(Employee Classification Title)**

It has been determined it is necessary to reduce the number of employees in the classification of **(classification title)** within our department. Accordingly, your position will be terminated effective close of business, **(date of termination)**.

Since you are a/an **(status)** employee, you have no civil service bumping or recall rights. However, in order to provide you with important information regarding unemployment compensation, continuing your City benefits, where to receive your last paycheck, and other important topics. **PLEASE REPORT TO THE CITY'S TRAINING CENTER, 750 PIEDMONT ROAD, MONDAY, FEBRUARY \_\_, 2003 AT 9:00 A.M.** Once you have completed this informational session, you will not be required to return to your regular workplace, but instead, can use the remaining paid days for job search and skill development opportunities.

Thank you for your service to our department and the citizens of Columbus.

---

**(Director's Name)**

Delivered by: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: 1) "status field" will either be "unclassified" or "limited."*

2) for full-time employees the termination date will be calendar 30 days from the notice date.



(PRINT ON DEPARTMENT LETTERHEAD)

**NOTICE OF TERMINATION**

(Use this form for part-time employees to be terminated.)

Date: **(Date)**

To: **(Employee Name)**  
**(Employee Classification Title)**

It has been determined it is necessary to reduce the number of part-time employees in the classification of **(classification title)** within our department. Accordingly, your position will be terminated effective the close of business, **(date of termination)**.

Since you are a part-time employee, you have no civil service bumping or recall rights. However, in order to provide you with important information regarding possible unemployment compensation, where to receive your last paycheck, and other important topics. **PLEASE REPORT TO THE CITY'S TRAINING CENTER, 750 PIEDMONT ROAD, MONDAY, FEBRUARY \_\_, 2003 AT 9:00 A.M.** Once you have completed this informational session, you will not be required to return to your regular workplace, but instead, can use the remaining paid days for job search and skill development opportunities.

Thank you for your service to our department and the citizens of Columbus.

---

**(Director's Name)**

Delivered  
by: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: for part-time employees the date of termination will be 7 calendar days from the notice date.*

(PRINT ON DEPARTMENT LETTERHEAD)

**NOTICE OF HOURS REDUCTION**

(Use this form for part-time employees to be reduced in hours.)

Date: **(Date)**

To: **(Employee Name)**  
**(Employee Classification Title)**

It has been determined it is necessary to reduce the number of part-time employees in the classification of **(classification title)** within our department. Accordingly, you will not be assigned any work hours after **(last date worked)**. Should it become possible for the department to resume your work schedule, the department, at its discretion, will contact you to notify you of possible work opportunities.

In order to provide you with important information regarding unemployment compensation, where to receive your last paycheck, and other important topics. **PLEASE REPORT TO THE CITY'S TRAINING CENTER, 750 PIEDMONT ROAD, MONDAY, FEBRUARY \_\_, 2003 AT 9:00 A.M.** Once you have completed this informational session, you will not be required to return to your regular workplace, but instead, can use the remaining paid days for job search and skill development opportunities.

Thank you for your service to our department and the citizens of Columbus.

---

**(Director's Name)**

Delivered  
by: \_\_\_\_\_

Date: \_\_\_\_\_

Note: for part-time employees the last date worked will be 7 calendar days from the notice date.

## APPENDIX A

### Rules and Regulations of the Municipal Civil Service Commission

**Rule: XII – TRANSFERS, RESIGNATIONS, LAYOFFS AND  
VOLUNTARY DEMOTIONS**

#### **RULE XII**

#### **TRANSFERS, RESIGNATIONS, LAYOFFS AND VOLUNTARY DEMOTIONS**

##### A. Transfers

1. Interdepartmental. The Executive Secretary may, upon the request of the appointing authorities involved, authorize the transfer of an employee in the classified service from a position in one department, commission, or agency to another position in the same class in another department, commission or agency. An interdepartmental transfer of an employee involving a change in classification may be accomplished only in the manner provided elsewhere in these Rules.

2. Intradepartmental. Nothing herein shall be construed as prohibiting an appointing authority from authorizing an intradepartmental transfer within the same class to which the employee was appointed. The Commission shall be notified of such intradepartmental transfer only if it is to another division within the department, commission or agency.

3. To Another Political Subdivision. In the event that a City department, division, or sub-unit thereof, is, pursuant to ordinance of City Council, subject to a transfer from the City of Columbus to another political subdivision created pursuant to provisions of the Ohio Revised Code, the Executive Secretary may, upon notification from the appointing authority involved, authorize the transfer of affected employees in the classified service from a position in the City to the same position in the other political subdivision. Prior to the effective date of the transfer, the appointing authority shall notify the Commission of the names of all affected employees.

The separation from City service which results due to the transfer shall constitute a separation in good standing for purposes of Rule VIII(C)(1).

- a. An employee being transferred pursuant to this section may request the opportunity for re-employment in the same classification and department. Such request must be made on a form provided by the appointing authority and filed with the Commission no later than ten days prior to the date of the transfer.

The names of those employees requesting re-employment shall be placed upon the eligible or recall list for the applicable classification, as appropriate, in order of seniority.

In the event a vacancy occurs in the affected department, the most senior employee on the appropriate list, if any, shall be notified of the vacancy and shall be appointed to the position. If the employee declines the appointment,

## APPENDIX A

# Rules and Regulations of the Municipal Civil Service Commission

**Rule: XII – TRANSFERS, RESIGNATIONS, LAYOFFS AND  
VOLUNTARY DEMOTIONS**

the individual's name shall be removed from the list and the vacancy offered to the next senior employee.

In no event shall reinstatement opportunities accorded by this section extend more than eighteen (18) months after the transfer date.

4. From Another Political Subdivision. In the event that a department, division, or sub-unit of another political subdivision created pursuant to provisions of the Ohio Revised Code is, pursuant to ordinance or other legal authority, subject to a transfer to the City of Columbus, the Executive Secretary may, upon notification from the City appointing authority involved, authorize the transfer of the affected employees to the same or comparable positions in the classified service of the City. The transfer to City service shall constitute an original or noncompetitive appointment, as appropriate to the classification, and said employees shall not become permanent until they have satisfied the applicable probationary period set forth in Rule XI.

B. Resignations

1. Unless the appointing authority consents to a shorter notice, an employee in the classified service who wishes to leave the service in good standing shall file with the appointing authority a written resignation giving at least two weeks notice. Such resignation and acceptance thereof by the appointing authority shall be forwarded immediately to the Commission.

2. Without written approval of the appointing authority, no resignation may be withdrawn by an employee after its effective date or after it has been accepted.

C. Layoff Procedure

1. Notice to the Commission. Whenever it becomes necessary because of a material change in duties, a reorganization, or a shortage of work or funds, to reduce the number of full-time employees in any department of the City, the appointing authority shall file a notice with the Commission at least thirty days prior to the expected day of the layoff specifying the class(es) in which the layoff is to occur and the number of employees to be laid off in each class. [For part-time employees, see Rule X(F)(2)(a).]

2. Certification of Layoff. The Commission shall certify to the appointing authority the names of those full-time employees to be laid off as determined by these Rules and procedures approved by the Executive Secretary. Layoffs shall be by class and based on seniority, but in accordance with status and appointment type by using the following categories:

- a. Permanent non-probationary employees

## APPENDIX A

### Rules and Regulations of the Municipal Civil Service Commission

**Rule: XII – TRANSFERS, RESIGNATIONS, LAYOFFS AND  
VOLUNTARY DEMOTIONS**

- b. Permanent probationary employees
- c. Provisional non-probationary employees
- d. Provisional probationary employees
- e. Temporary employees

Employees in the category at the bottom of the list are to be laid off first and no employees from a higher category can be laid off until all employees in the lower categories have been laid off.

3. Bumping. A laid-off employee may have bumping rights within the same class to another division within the same department, to a lower class within the same class series or to a class in the same job family in which he previously served and for which he is qualified. No laid-off employee may bump another employee in accordance with subsections a, b and c unless he has more seniority and is in the same or a higher category as listed in C(2) above. A bumped employee has the same bumping rights as a laid-off employee.

- a. Same class. A laid-off full-time employee in a division shall have bumping rights within the same class against the least senior full-time employee in the department.
- b. Class series. If an employee has no opportunity to bump within the same class, then such employee shall have bumping rights within his division (if none, then within the department) against the least senior full-time employee holding a position in the next lower class within the series. If no bumping opportunity is afforded, the same right shall extend to the next and each lower class until the class series is exhausted.
- c. Job family. If an employee has no bumping opportunity within the class series, then such employee shall have bumping rights within his division (if none, then within the department) against the least senior full-time employee holding a position in a lower class in the same job family if the laid off employee previously served in the class and if he is presently qualified; however, no such bump may occur in the presence of an appropriate competitive eligible list unless in accordance with these Rules the laid-off employee will have permanent status in the previous class. A "lower class" for purposes of this subsection means any class which has a maximum rate of pay lower than the minimum rate of pay for the class of the laid-off employee.

## APPENDIX A

### Rules and Regulations of the Municipal Civil Service Commission

**Rule: XII – TRANSFERS, RESIGNATIONS, LAYOFFS AND  
VOLUNTARY DEMOTIONS**

- d. Part-time. In the event the laid-off employee has no bumping rights to a full-time position under this Rule, then such employee shall have bumping rights within the same class against the least senior part-time employee within the division, or if none, within the department.

4. The names of any laid-off permanent employee in a competitive classification shall be placed at the top of the appropriate competitive eligible list, as provided in Rule VIII(C)(2), in order of seniority, and shall be certified for appointment in any department in accordance with these Rules when an appointing authority has a vacancy to fill; if the eligible at the top of the list was laid off from that department such person shall be appointed.

5. The names of any laid-off provisional employees or employees in noncompetitive classifications shall be placed on the appropriate recall list for the Department which initiated the layoff, in order of seniority, for a period of one year. In the event that a vacancy in a department is to be filled in a class for which a recall list exists, then the appointment shall be made of the individual highest on the list who was laid off from that department. Otherwise, appointment may be made as provided elsewhere by these Rules. No recall list shall remain in effect after a competitive eligible list for the class has been established.

6. Limited positions. Notwithstanding the other provisions of this Rule, if a limited position is to be eliminated and the employee in the position was appointed subject to the availability of work or funding, then that employee shall be terminated in accordance with Rule X(F)(1). A limited employee who is bumped shall have the same bumping rights as other employees.

#### D. Voluntary Demotions

1. Any employee who has completed the probationary period in the employee's present position and:

- a. desires a voluntary demotion; or
- b. desires to be demoted prior to action taken pursuant to Rule XIII(C); or
- c. desires to be demoted prior to action taken pursuant to Rule XIII(D); or
- d. desires to be demoted prior to action taken pursuant to Rule XII(C); or
- e. desires to be demoted prior to being certified against as provided in Rule IX(B),
- f. desires to be demoted as a result of an audit as provided in Rule IV(E)(6),

## APPENDIX A

### Rules and Regulations of the Municipal Civil Service Commission

**Rule: XII – TRANSFERS, RESIGNATIONS, LAYOFFS AND  
VOLUNTARY DEMOTIONS**

may, with the consent of the Executive Secretary and the appointing authority for whom the employee will be working, be demoted to a position in a different class in the classified service.

2. If such demotion is approved, the employee will receive permanent status in accordance with section 3 below, without further examination, in the class to which the employee is demoted if one of the following provisions applies:

- a. the employee holds permanent status in the employee's current classification and meets the minimum requirements, including the physical qualifications, for the position to which the employee is being demoted; or,
- b. the employee has previously held permanent status in the class to which the employee is being demoted; or
- c. the employee holds permanent status in the employee's current classification and the retention of that status in the class to which the employee is being demoted is approved by action of the Commission.

3. Any employee who takes a voluntary demotion must serve the applicable probationary period for the lower class, unless

- a. the employee previously completed a probationary period in the lower class; or
- b. the employee previously completed a probationary period for a higher class in the same class series; or
- c. the employee has completed the probationary period in the class from which the employee is taking a voluntary demotion, and the appointment to the lower class is the result of a Civil Service position audit which required the reallocation of the position to a different classification.

4. Nothing herein shall be construed as prohibiting other demotions provided for in these Rules.

**Amended as of: December 21, 1998**

## Appendix B

### Excerpt from Rule X – APPOINTMENTS (Relating to layoffs)

#### F. Conditions of Employment

1. Limited employment. When it is necessary to fill a vacancy created as a result of granting a leave of absence to a regular employee, to fill a vacancy for a position pursuant to Charter Section 101-1, or to fill a vacancy for a limited position created in accordance with Rule IV(D)(3), the appointing authority may make an appointment in accordance with these Rules with the condition that the employment will not exceed the duration of such leave, work, project, or period set forth in Charter Section 101-1.

a. Alternate incumbents. Upon the return of the regular incumbent to the original position at any time, the services of the limited employee shall be automatically terminated without regard to the procedures contained herein for **layoffs** (Rule XII) or disciplinary removals (Rule XIII). In the event the regular employee acquires permanent status in a different position, fails to return to the original position upon expiration of the leave, or terminates, the alternate position shall automatically terminate and the incumbent shall assume the original position with no limited condition and with no change in status provided the incumbent has, as part of his or her continuous City service, held one or more positions in the class for a period or periods of time totaling at least one year. Otherwise, the original position must be filled as a vacancy in accordance with these Rules.

b. Limited incumbents of new positions. Upon the termination of the work or project for which the limited condition was made at any time, the services of the limited employee shall be automatically terminated without regard to the procedures contained herein for **layoffs** (Rule XII) or disciplinary removals (Rule XIII).

In the event through a change in circumstances a limited allocation of a new position in a competitive class is changed to a permanent one, the limited appointee must be terminated and the vacancy created shall be filled in the manner prescribed for a regular appointment by these Rules unless the limited employee holds permanent status in the class and has been on active status in the limited position for two years consecutively, in which case the appointing authority may appoint the limited employee to the regular position using the original appointment certification number.

In the event through a change in circumstances a limited allocation of a new position in a noncompetitive class is changed to a permanent one, the appointing authority may appoint the limited employee to the permanent position using the original appointment certification number.

2. Part-time employment. When it is necessary to fill a vacancy for less than forty hours of work per seven consecutive calendar days per fifty-two consecutive weeks per annum, an appointing authority may make an appointment in accordance with these Rules with the condition that it is on a part-time basis.



## Appendix B

- a. The appointing authority shall determine the number of hours a part-time employee shall work. Whenever it is necessary to reduce the number of part-time employees because of a shortage of work or funds, a part-time employee may be terminated, without regard to the procedures contained herein for **layoffs** (Rule XII) and disciplinary removals (Rule XIII), by reducing the number of scheduled hours to zero.

### **Excerpt from Rule VIII – ELIGIBLE LISTS (Relating to layoffs)**

#### C. Addition by Reinstatement

2. **Following a layoff.** The name of an employee who is reduced in rank or separated from employment as a result of a **layoff** shall automatically be reinstated in accordance with Rule XII(C)(4) to the eligible list for the classification from which the **layoff** occurred:

- a. if the employee has permanent status in the class; or
- b. if the employee had received an original appointment to the class and was serving a probationary period at the time of the **layoff**.

5. A name reinstated to an eligible list, unless removed in accordance with these Rules, shall remain on the list for a period of one year. In the case of a reinstatement of a name to a competitive eligible list as a result of a **layoff**, then the name shall remain on the list for two years.

## Appendix C

### COBRA and Unemployment Benefits For Non-Uniformed Employees

#### COBRA

In the event of a layoff of a non-uniformed full-time or part-time City employee with active health care coverage, the employee and dependents will be entitled to elect COBRA. **COBRA is a continuation of the employee and dependents' health care coverage at the employee's expense.** Current employee's insurance coverage will remain in effect until the end of the month and COBRA will begin the first of the month following the event. Employees with more than one year of service are eligible to elect medical, dental, drug, and vision coverage; employees with less than one year of service are eligible for medical and drug coverage only; and part-time employees are only eligible for medical coverage.

A notice to elect COBRA (continuation of coverage) will automatically be sent by the City; a certified letter will be mailed to the employee's address listed on the City's payroll records. The certified letter will allow the employee up to 60 days to elect COBRA. The COBRA plan administrator will send a premium billing statement along with a confirmation letter. The first premium payment will provide coverage retroactive to the date when the City's plan terminated. The COBRA plan administrator must receive the premium payments timely. Failure to pay premiums by the due date will result in automatic cancellation of the COBRA benefits. If you have any questions regarding COBRA, contact Bernie Beauchamp at 645-8067. The following COBRA rates are effective January 1, 2003.

#### CITY OF COLUMBUS - COBRA RATES EFFECTIVE JANUARY 1, 2003

##### EMPLOYEE GROUP - NON-UNIFORMED

		LIMITED	FULL	PART TIME (MEDICAL ONLY)
AFSCME	single	\$ 272.17	\$ 295.42	\$ 173.19
	family	\$ 707.63	\$ 768.09	\$ 450.30
CMAGE	single	\$ 271.34	\$ 302.10	Not applicable
	family	\$ 705.49	\$ 785.46	Not applicable
MCP	single	Not applicable	\$ 272.39	\$ 131.81
	family	Not applicable	\$ 708.22	\$ 395.44
OLC	single	\$ 272.17	\$ 295.42	Not applicable
	family	\$ 707.63	\$ 768.09	Not applicable

## **Appendix C**

**\*\* Rates are effective Jan 1, 2003 through Dec. 31, 2003. Rates are subject to yearly changes.**

### **UNEMPLOYMENT BENEFITS**

Laid off employees are eligible for unemployment benefits by registering with the office of the Ohio Bureau of Job and Family Services. An application can be completed by telephone at 1-877-644-6562, at the local Ohio Bureau of Job and Family Services office,. If you have any questions regarding unemployment, please contact Ohio Bureau of Job and Family Services at (614) 644-4780, or contact Bernie Beauchamp at 645-8067.